CLIENT PLAN

WHEN: Within one month of the first planned service; (crisis services are not considered planned services), or within one month for an added service or when there is a significant change in the client's planned care.

UPDATES: The Client Plan must be updated every six months or more often when clinically indicated. To update the client plan, review the plan and make necessary changes based on the client's condition and the plan of care. The client's signature is required for both the initial plan and all updates. Medication Only Clients need to be updated annually or more often if clinically indicated.

ON WHOM: All clients receiving services for more than one month.

COMPLETED BY: Staff delivering services within scope of practice. Must be signed by Physician; licensed/waivered Psychologist, licensed/registered/waivered social worker, licensed/registered/waivered Marriage Family Therapist, or a Registered Nurse.

MODE OF COMPLETION: Legibly handwritten, typed, or word processed on form HHSA:MHS-975.

REQUIRED ELEMENTS: Client's overall goal for treatment, barriers to goal, client's strengths, identified objectives, interventions, person(s) responsible for interventions, date objective completed, client signature.

BILLING: Write a progress note stating date, total time, face to face time, and reference to the client plan activity.

Note in the column the procedure code. Refer to billing record for appropriate procedure code.